



Deborah A. Gist  
Commissioner

State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

**Posted July 18, 2012**

## **VACANCY NOTICE**

### **DIVISION OF ACCELERATING SCHOOL PERFORMANCE OFFICE OF MULTIPLE PATHWAYS**

**EDUCATION SPECIALIST, MULTIPLE PATHWAYS**  
**Salary range beginning at \$64,680 – Mid range \$84,085**

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**Applications will be accepted until position is filled.**

| <b>APPLICATION REQUIREMENTS:</b>  | <b>Mail or email application materials to:</b>  |
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| <ul style="list-style-type: none"><li>➤ Cover letter</li><li>➤ Resume</li><li>➤ 2 current letters of reference</li><li>➤ CS-14 application</li><li>➤ Equal Employment Opportunity Form (optional)</li></ul> | <p>Rhode Island Department of Education<br/>Office of Human Resources<br/>255 Westminster Street<br/>Providence, RI 02903</p> <p><a href="mailto:hr@ride.ri.gov">hr@ride.ri.gov</a></p> |

Employment opportunities, application requirements and instructions posted at  
[www.ride.ri.gov](http://www.ride.ri.gov)

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

**PLEASE NOTE:** Candidates selected for interview will be required to submit official transcripts.

*\*Subject to FTE approval and available funding*

**(Position is part of Local 2012, AFT)**  
**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
NONCLASSIFIED JOB DESCRIPTION**

**TITLE:** Education Specialist, Multiple Pathways

**GENERAL STATEMENT OF DUTIES:** The incumbent will be responsible to lead and coordinate projects in the Office of Multiple Pathways that support the state, local school districts (LEA's), middle level and high schools, career and technical centers, public charter or alternative schools in standards-based education and systemic reform to ensure the development of a cohesive system of flexible pathways that provide students with high quality and relevant learning opportunities that support student needs and goals.

**SUPERVISION RECEIVED:** Works under the supervision of a manager with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

**SUPERVISION EXERCISED:** Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgment to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Facilitate implementation of regulations over which the Office of Multiple Pathways has primary responsibility.

Represent the department with key stakeholders to advance federal and state agendas and provide responsive public information regarding a wide range of policy, program, networking, due process, and other technical topics.

Coordinate with external groups and partners to promote the transformation of Rhode Island secondary schools consistent with policies of the Regents and the Department and the best national thinking on issues related to college and career readiness.

Collect, synthesize and evaluate data in a systematic manner that informs key initiatives within the office and the agency.

Manage large-scale projects designed to deliver technical assistance to key stakeholder groups.

Participate in various committees, panels, work teams, and task force as assigned.

Provide periodic written reports of work describing progress, barriers, and recommendations

Coordinate and facilitate meetings of contractors, educators, RIDE staff, and other groups as needed to fulfill the requirements of the OMP projects and grants.

Develop and administer grant programs and other fiscal resources.

Provide technical reports and briefs to local, state, and federal officials.  
Perform related work as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Working knowledge of applicable federal, state, and local laws, rules, and regulations.

Working knowledge of national trends and innovations around flexible pathways and college and career readiness.

Skilled in project management, setting priorities, meeting deadlines and evaluating progress towards outcomes.

Skilled in facilitating meetings, professional development, and technical assistance systems.

Skilled in conducting, reading and summarizing complex studies, analyzing and evaluating data and preparing written reports.

Skilled in preparing grant applications and implementing and evaluating grants.

Skilled in interpersonal exchanges as applied to interaction with coworkers, supervisor, and diverse groups of key stakeholders, sufficient to exchange or convey information and to receive work direction.

Skilled in the use of technology and software necessary to complete work effectively and efficiently.

Ability to communicate effectively, both orally and in writing.

Ability to work independently and demonstrate a willingness to take initiative.

Ability to develop and lead presentations to a variety of audiences.

Second language ability and knowledge of second language acquisition desired but not required.

**EDUCATION:** Bachelor's degree in education, curriculum and instruction, or educational leadership with coursework in such areas as school improvement, curriculum planning and development, and instructional leadership, Master Degree preferred but not required.

**EXPERIENCE:** Minimum of four years experience at the state or national level that demonstrates the necessary skills to be part of a dynamic team that has the responsibility for implementing a statewide pathways system. Experience and/or knowledge of the issues related to urban education desired but not necessary.

Must have own transportation and be available for evenings and occasionally on weekends.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: July 2012